

# Request to Reschedule Internship Interview

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a rescheduling of my interview for the [Internship Position Title] position originally scheduled for [Original Date and Time].

Unfortunately, due to [brief explanation of the reason, e.g., a scheduling conflict, personal matter], I am unable to attend at the previously arranged time. I sincerely apologize for any inconvenience this may cause.

If possible, I would be grateful for the opportunity to reschedule the interview. I am available on [provide two or three alternative dates and times], but I am more than willing to accommodate your schedule as best as I can.

Thank you very much for your understanding. I appreciate your consideration, and I look forward to the possibility of discussing my application with you.

Warm regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]